

# **State of Alaska FY2011 Governor's Operating Budget**

## **Department of Administration Administrative Services Component Budget Summary**

## Component: Administrative Services

### Contribution to Department's Mission

Provide budget, financial, and procurement services to departmental programs.

### Core Services

- Establish departmental business management policies and procedures and provide training for Department of Administration (DOA) administrative staff.
- Develop the department's annual budget; work with the Office of Management and Budget and the Legislative staff on budget matters.
- Provide centralized procurement, accounting, and budget support to DOA divisions.
- Oversee department business management practices to assure compliance with state and federal rules; coordinate Legislative and OMB audits of DOA programs.
- Work with ETS to ensure DOA Information Technology support is provided to all customers.
- Provide direct fiscal support and chargeback rate development services to the Enterprise Technology Services Division.

### Key Component Challenges

- Continue to provide support and training to all divisional staff to promote consistent, quality administrative work products.
- Continuing to improve support service delivery to programs based outside of Juneau.
- Provide chargeback rate stability for all chargeback programs within DOA.
- In partnership with Enterprise Technology Services establish a working governance structure for desk top computer support and application development in the Department of Administration.
- To continue to meet the demand for increased administrative support.

### Significant Changes in Results to be Delivered in FY2011

No significant changes in results delivery are anticipated.

### Major Component Accomplishments in 2009

- Developed Enterprise Technology Services chargeback rates and worked with other divisions to develop chargeback rates for facilities, risk management, and the Division of Personnel and Labor Relations.
- Continued to provide all necessary support services in the face of significant staff turnover.
- Successfully managed the Enterprise Technology Services task order system.
- Resolved travel issues and successfully managed travel for multiple agencies within the Department of Administration.

### Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 37.07	Executive Budget Act
AS 39.20	Compensation and Allowances (salaries and travel)
AS 44.21	Department of Administration
AS 44.62	Administrative Procedure Act
AS 44.77	Claims Against the State

Contact Information
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### Administrative Services Component Financial Summary

*All dollars shown in thousands*

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	1,449.1	1,622.6	1,624.5
72000 Travel	2.1	10.1	10.1
73000 Services	701.6	683.5	683.5
74000 Commodities	8.5	16.2	16.2
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>2,161.3</b>	<b>2,332.4</b>	<b>2,334.3</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	55.4	58.0	59.9
1007 Inter-Agency Receipts	2,105.9	2,274.4	2,274.4
<b>Funding Totals</b>	<b>2,161.3</b>	<b>2,332.4</b>	<b>2,334.3</b>

**Summary of Component Budget Changes  
From FY2010 Management Plan to FY2011 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2010 Management Plan</b>	<b>58.0</b>	<b>0.0</b>	<b>2,274.4</b>	<b>2,332.4</b>
<b>Adjustments which will continue current level of service:</b>				
-FY2011 Health Insurance Cost	0.0	0.0	1.9	1.9
Increase Non-Covered Employees				
-Correct Unrealizable Fund Sources	1.9	0.0	-1.9	0.0
in the Health Insurance increases				
for Noncovered Employees				
<b>FY2011 Governor</b>	<b>59.9</b>	<b>0.0</b>	<b>2,274.4</b>	<b>2,334.3</b>

**Administrative Services  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2010 Management Plan</u>	<u>FY2011 Governor</u>		
Full-time	19	18	Annual Salaries	1,150,326
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	587,871
			<i>Less 6.54% Vacancy Factor</i>	(113,697)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>19</b>	<b>18</b>	<b>Total Personal Services</b>	<b>1,624,500</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	4	0	4
Accountant V	0	0	1	0	1
Accounting Tech I	0	0	3	0	3
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	2	0	2
Administrative Officer II	0	0	1	0	1
Budget Analyst III	0	0	1	0	1
Division Director	0	0	1	0	1
Division Operations Manager	0	0	1	0	1
Office Assistant I	0	0	1	0	1
Procurement Spec V	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>18</b>

## Component Detail All Funds

### Department of Administration

**Component:** Administrative Services (46)

**RDU:** Centralized Administrative Services (13)

	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Management Plan	FY2011 Governor	FY2010 Management Plan vs FY2011 Governor	
71000 Personal Services	1,449.1	1,622.0	1,622.6	1,622.6	1,624.5	1.9	0.1%
72000 Travel	2.1	10.1	10.1	10.1	10.1	0.0	0.0%
73000 Services	701.6	683.5	683.5	683.5	683.5	0.0	0.0%
74000 Commodities	8.5	16.2	16.2	16.2	16.2	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>2,161.3</b>	<b>2,331.8</b>	<b>2,332.4</b>	<b>2,332.4</b>	<b>2,334.3</b>	<b>1.9</b>	<b>0.1%</b>
<b>Fund Sources:</b>							
1004 Gen Fund	55.4	58.0	58.0	58.0	59.9	1.9	3.3%
1007 I/A Rcpts	2,105.9	2,273.8	2,274.4	2,274.4	2,274.4	0.0	0.0%
<b>General Funds</b>	<b>55.4</b>	<b>58.0</b>	<b>58.0</b>	<b>58.0</b>	<b>59.9</b>	<b>1.9</b>	<b>3.3%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>2,105.9</b>	<b>2,273.8</b>	<b>2,274.4</b>	<b>2,274.4</b>	<b>2,274.4</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	19	19	19	19	18	-1	-5.3%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Administrative Services (46)  
**RDU:** Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions PFT	PPT	NP
***** Changes From FY2010 Conference Committee To FY2010 Authorized *****												
<b>FY2010 Conference Committee</b>												
1004 Gen Fund	ConfCom	2,331.8	1,622.0	10.1	683.5	16.2	0.0	0.0	0.0	19	0	0
1007 I/A Rcpts		58.0										
		2,273.8										
<b>ADN 02-0-0039 DOP&amp;ETS I/A funding transferred to Administrative Services</b>												
1007 I/A Rcpts	Trin	0.6	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Pursuant to Section 1, Chapter 12, SLA 2009, page 2 - line 29-31, page 3 - line 3, \$66,400 is distributed to state agencies in order to pay service costs charged by the Department of Administration, Division of Personnel for centralized personnel services.												
The amounts transferred to state agencies from DOP are as follows: DCED, \$12.3; Revenue, \$7.3; Law, \$5.3; Labor, \$12.1; H&SS, \$21.9; Administration, \$7.5.												
<b>Subtotal</b>		<b>2,332.4</b>	<b>1,622.6</b>	<b>10.1</b>	<b>683.5</b>	<b>16.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>19</b>	<b>0</b>	<b>0</b>
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
<b>Subtotal</b>		<b>2,332.4</b>	<b>1,622.6</b>	<b>10.1</b>	<b>683.5</b>	<b>16.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>19</b>	<b>0</b>	<b>0</b>
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
<b>FY2011 Health Insurance Cost Increase Non-Covered Employees</b>												
1007 I/A Rcpts	SalAdj	1.9	1.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Costs associated with Health Insurance Increases.: \$1.9												
<b>Correct Unrealizable Fund Sources in the Health Insurance increases for Noncovered Employees</b>												
1004 Gen Fund	FndChg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		1.9										
		-1.9										
A fund source change from Interagency Receipt authorization to General Fund is requested for health insurance increases for non-covered employees. If this fund source change is not approved, these costs will be passed to customer agencies and will result in unbudgeted cost increases.												
<b>Delete Long-Term Vacant Office Assistant PCN 02-1000</b>												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
Office Assistant PCN 02-1000 is deleted.												



**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Administrative Services (46)

**RDU:** Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
	Totals	2,334.3	1,624.5	10.1	683.5	16.2	0.0	0.0	0.0	18	0	0

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2011 Governor (7749)  
**Component:** Administrative Services (46)  
**RDU:** Centralized Administrative Services (13)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
02-0014	Accountant IV	FT	A	GG	Juneau	2A	20G / J	12.0		76,032	0	0	36,963	112,995	0
02-1000	Office Assistant I	FT	A	GP	Juneau	2A	8A	12.0		0	0	0	0	0	0
02-1006	Division Operations Manager	FT	A	SS	Juneau	2A	24L / M	12.0		107,453	0	0	47,136	154,589	0
02-1007	Procurement Spec V	FT	A	SS	Juneau	2A	21K / L	12.0		84,047	0	0	39,305	123,352	0
02-1030	Division Director	FT	A	XE	Juneau	AA	27F / J	12.0		114,996	0	0	51,227	166,223	0
02-1048	Accounting Tech I	FT	A	GP	Juneau	2A	12D / E	12.0		38,711	0	0	24,412	63,123	0
02-1082	Administrative Officer II	FT	A	SS	Juneau	2A	19F / J	12.0		69,517	0	0	34,419	103,936	0
02-1086	Accountant IV	FT	A	SS	Juneau	2A	20E / F	12.0		72,996	0	0	35,589	108,585	0
02-1116	Accounting Tech III	FT	A	GP	Juneau	2A	16J / K	12.0		58,485	0	0	31,062	89,547	0
02-1151	Budget Analyst III	FT	A	GP	Juneau	2A	19C / D	12.0		61,302	0	0	32,009	93,311	0
02-3054	Accountant IV	FT	A	SS	Juneau	2A	20J / K	12.0		76,562	0	0	36,788	113,350	0
02-3086	Accounting Tech I	FT	A	GP	Juneau	2A	12J / K	12.0		45,588	0	0	26,724	72,312	0
02-3203	Accounting Tech I	FT	A	GP	Juneau	2A	12D / E	12.0		38,933	0	0	24,486	63,419	0
02-6305	Accounting Tech II	FT	A	GP	Juneau	2A	14J / K	12.0		52,191	0	0	28,945	81,136	0
02-6306	Accounting Tech II	FT	A	GP	Juneau	2A	14B / C	12.0		40,950	0	0	25,165	66,115	0
02-6307	Accountant IV	FT	A	GP	Juneau	2A	20F / G	11.1		67,499	0	0	33,238	100,737	0
02-6500	Accountant V	FT	A	SS	Juneau	2A	22A	9.6		56,304	0	0	27,767	84,071	0
02-6650	Accounting Tech III	FT	A	GP	Juneau	2A	16K / L	12.0		61,436	0	0	32,054	93,490	0
07-5760	Office Assistant I	FT	A	GP	Juneau	2A	8A	12.0		27,324	0	0	20,582	47,906	0
<b>Total Positions</b>											<b>Total Salary Costs:</b>			1,150,326	
<b>New</b>											<b>Total COLA:</b>			0	
<b>Deleted</b>											<b>Total Premium Pay::</b>			0	
<b>Full Time Positions:</b>											<b>Total Benefits:</b>			587,871	
<b>Part Time Positions:</b>															
<b>Non Permanent Positions:</b>															
<b>Positions in Component:</b>															
											<b>Total Pre-Vacancy:</b>			1,738,197	
											<b>Minus Vacancy Adjustment of 6.54%:</b>			(113,697)	
											<b>Total Post-Vacancy:</b>			1,624,500	
											<b>Plus Lump Sum Premium Pay:</b>			0	
											<b>Personal Services Line 100:</b>			1,624,500	

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column.  
[No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2011 Governor (7749)  
**Component:** Administrative Services (46)  
**RDU:** Centralized Administrative Services (13)

<b>PCN Funding Sources:</b>	<b>Pre-Vacancy</b>	<b>Post-Vacancy</b>	<b>Percent</b>
1007 Inter-Agency Receipts	1,738,197	1,624,500	100.00%
<b>Total PCN Funding:</b>	<b>1,738,197</b>	<b>1,624,500</b>	<b>100.00%</b>

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column.  
[No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.